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ABSTRACT

This guide is designed to be used by teachers as a supplement to the related student textbook in order to teach students how to function as an employee in a work-study program or in postschool employment. The guide is structured around the headings in the student text and the transparency masters that are included at the end of the guide. Each chapter contains a chapter introduction, a listing of the key ideas that are presented, a list of topics for discussion, a summary of suggested activities, a list of vocabulary terms, and a section that covers classroom presentation (including a discussion of each overhead transparency master). Two test banks with answer keys are provided, as well as suggested questions and answers at the end of each chapter. Topics covered in the 12 chapters of the guide (and the textbook) are the following: (1) the changing job scene; (2) you are your attitude; (3) human relations at work; (4) being a good employee; (5) setting goals; (6) understanding the organization; (7) working for your boss; (8) dealing with job challenges; (9) self-improvement--the key to success; (10) planning for success; (11) becoming a supervisor; and (12) should you change jobs? (KC)

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